

Town of Westford

Annual Town Meeting Timeline

Saturday, March 23, 2013

Continuing to March 27, 2013, if needed

Fri. Sep. 14, 2012	Budget requests due
Fri. Sep. 21, 2012	Capital Planning Committee meetings with Library, Fire/Ambulance Enterprise
Fri. Sep. 28, 2012	Capital Planning Committee meetings with Technology, Highway
October, 2012	Budget meetings with Town Manager, Finance, and Department Heads
Fri. Oct. 5, 2012	Capital Planning Committee meetings with Police, Emergency Management, Senior Center, Town Manager/Selectmen
<i>Mon. Oct. 8, 2012</i>	<i>Columbus Day observed</i>
Fri. Oct. 12, 2012	Capital Planning Committee meetings with Westford Public Schools, Water Enterprise
Mon. Oct. 15, 2012	Special Town Meeting
Tues. Nov. 6, 2012	Presidential Election
Fri. Nov. 9, 2012	Capital Planning Committee recommendations
<i>Mon. Nov. 12, 2012</i>	<i>Veterans Day observed</i>
<i>Thurs. Nov. 22, 2012</i>	<i>Thanksgiving</i>
Tues. Nov. 27, 2012	Town Manager submits FY14 Budget to Selectmen and Finance Committee
Thurs. Nov 29, 2012	7:00pm – Joint budget hearings (BOS/FinCom)
Thurs. Dec. 6, 2012	7:00pm – Joint budget hearings (BOS/FinCom)

<i>Sat. Dec. 8, 2012</i>	<i>Chanukkah begins at sundown.</i>
Thurs. Dec. 13, 2012	FY14 Annual Town Meeting Warrant opens 7:00pm – Joint budget hearings (BOS/FinCom)
Fri. Dec. 21, 2012	Deadline for submittal of all street acceptance application materials to Planning Office and related town meeting petition article(s) to the Selectmen. (at least 90 days prior to Town Meeting)
<i>Tues. Dec. 25, 2012</i>	<i>Christmas Day</i>
<i>Wed. Dec. 26, 2012</i>	<i>Kwanzaa begins</i>
<i>Tues. Jan. 1, 2013</i>	<i>New Year's Day</i>
Thurs. Jan. 3, 2013	7:00pm – Joint budget hearings (BOS/FinCom)
Tues. Jan. 8, 2013	Board of Selectmen vote their <u>intention</u> to lay out a town way, refer the matter to the Planning Board for a non-binding recommendation. The Planning Board has 45 days after such reference in which to make its report, if any (per MGL Ch. 41, Sec. 81G & 81I)
Thurs. Jan. 10, 2013	7:00pm – Joint budget hearings (BOS/FinCom)
Wed. Jan. 16, 2013	10:00am Non-petition articles due to the Town Manager's Office.
Thurs. Jan. 17, 2013	7:00pm – Joint budget hearings (BOS/FinCom)
<i>Mon. Jan. 21, 2013</i>	<i>Martin Luther King, Jr. Day</i>
Tues. Jan. 22, 2013	10:00am Deadline for petition articles to be submitted to the Town Clerk's Office for certification of signatures. BOS votes to close the Annual Town Meeting Warrant closes (per Town Bylaw Ch. 51.1.D.)
Thurs. Jan. 24, 2013	7:00pm – Joint budget hearings (BOS/FinCom)

Thur. Jan. 31, 2013	First public hearing notice for Planning Board appears in the Eagle
Thur. Feb. 7, 2013	Second public hearing notice for Planning Board appears in the Eagle
Tues. Feb. 12, 2013	Selectmen set order of warrant articles
<i>Mon. Feb. 18, 2013</i>	<i>Presidents Day</i>
Tues. Feb. 19, 2013	Planning Bd opens public hearings on zoning-related articles
Mon. Feb. 25, 2013	Notice of Selectmen's street acceptance public hearing mailed to land owners
Tues. Feb. 26, 2013	Selectmen sign ATM warrant. (deadline to post warrant is March 15 th) – <i>FinCom book deadline is March 4th.</i>
Fri. March 1, 2013	8:00pm – Voter registration deadline for Annual Town Meeting
Mon. March 4, 2013	Planning Bd continues public hearings on zoning-related articles. Finance Committee report is sent to printer.
Fri. March 8, 2013	All reports & records to be voted on at town meeting to be available to the voters. (Bylaw Chapter 51.1.E)
Tues. March 12, 2013	Deadline for mailing Finance Committee report to voters (Bylaw Chapter 51.1.C.2 "at least 10 days before the meeting") Selectmen open street acceptance and layout public hearing. Selectmen review motions.
Wed. March 13, 2013	Motions Meeting
Fri. March 15, 2013	Annual Town Meeting Warrant posted in Town Hall, post offices and the library and on the web

Deadline to file approved street layout plan with the Town Clerk (*at least 7 days prior to Town Meeting* per MGL Ch. 82, Sec. 22)

Tues. March 19, 2013 **5:00pm** - Deadline to submit nomination papers for the May 3 Town Election to the Town Clerk's Office for certification (7 weeks prior to election).

Sat. March 23, 2013 **10:00am** – Annual Town Meeting begins in Abbot School gymnasium.

Sun. March 24, 2013 *Passover begins at sundown*

Tues. March 26, 2013 Selectmen discuss wording and vote on any proposed ballot question(s).

Wed. March 27, 2013 **7:00pm** – Annual Town Meeting continues in Abbot School gymnasium, if needed.

Fri. March 29, 2013 *Good Friday*

Sun. March 31, 2013 *Easter Sunday*

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Tues. April 2, 2013 **4:00pm** - Deadline for Selectmen to submit written notice of ballot question(s) to Town Clerk (MGL Ch.54:42C – at least 35 days prior to election)

Tues. April 9, 2013 Selectmen sign annual town election warrant.

Mon, April 15, 2013 *Patriots Day holiday*

Wed. April 17, 2013 **8:00pm** - Voter registration and party enrollment change deadline for Annual Town Election.

Mon. April 29, 2013 Deadline to post annual town election warrant.

Tues. May 7, 2013 Annual Town Election